

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 6/18/2003	EMS 6/18/2003	EMS 8/19/2008	DGC 8/14/2007

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Revision no. 2

### 4.4.52 Document Control Procedure

*This is a printed copy of the original and will not be kept up-to-date.*

**Persons responsible:**

**Areas of application:** Department of Public Works and Utilities Shop Complex

**Date of issue:** 8/15/2006      **Effective until date:** 8/14/2009

**Warning!** ☒ The information in this document may be out of date and should be reviewed.

**Document location:**

**Distribution list:**

**Current revision no.:** 2

#### Revision schedule

Rev. no.	Date	Description
	8/10/2004	no changes
1	8/15/2006	changed 5.3.5 and 5.4.1
2	8/14/2007	changed department to division superintendent

#### Worksheet index

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### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to describe the means by which the City of Williamsburg Public Works and Utility Department will control all the documents required by ISO 14001 1996 standard and any additional documents as identified by the Environmental Management System.

### 2.0- SCOPE

- 2.1 This procedure is responsive to Element 4.4.5, Document Control, of the ISO 14001 1996 standard and covers operations of the Public Works and Utilities Department.
- 2.2 This procedure will provide guidance in controlling the following documents:
- 2.1.1 City of Williamsburg Environmental Policy
  - 2.1.2 Environmental Procedures (EPs)
  - 2.1.3 Work Instruction Procedures (WIPs)
  - 2.1.4 For the purpose of this procedure, the above list of documents will be referred to collectively as "documents".
- 2.3 This procedure applies to all paper and electronic forms of environmental documents designated "controlled" and used at the Public Works and Utilities Department. All documents not explicitly noted as controlled will be considered "uncontrolled", by default.

### 3.0 RESPONSIBILITIES

- 3.1 The EMS Team is responsible for ensuring the document control system is in place and effectively maintained in Green Ware or equivalent. The EMS Team is responsible for the maintenance, control and issuance of all environmental documentation and records.
- 3.1.1 The EMS Team is responsible for facilitating the preparation of documents. Input is solicited from Division Superintendents in their own areas of responsibility.
- 3.2 Division Superintendents are responsible for informing the EMS Team of the opinions, ideas and concerns of the Division Superintendent's employees during the proposal, preparation and revision of documents.
- 3.2.1 Division Superintendents are responsible for approving and signing off on all documents that relate, have an impact on, or may have an impact on any activity, product or service associated with their areas.
- 3.3 The City Manager is responsible for approving and signing off on the City of Williamsburg Environmental Policy.
- 3.4 The EMS Team is responsible for evaluation, and revision of documents as needed. Especially documents pertaining to the EMPs, and progress towards the objectives and targets. Implementation and initial development of document control decisions will also be the responsibility of the EMS Team.

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### 4.0 DEFINITIONS

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

### 5.0 PROCESS

#### 5.1 Location

- 5.1.1 All Documentation will be accessible electronically from the Document Manager of Green Ware or equivalent.
- 5.1.2 EPs shall be numbered and organized by document identifier, ISO 14001 1996 standard section reference number and document number. For example, the third EP in a series of EPs written to support ISO 14001 section 4.5.1, Monitoring and Measurement, would be numbered as follows: 4.5.1.3. Forms relating to these document will follow the same format followed by FA, FB and so forth. For example, 4.5.1.3FA would be the first form relating to this document.
- 5.1.3 WIPs shall be numbered and organized by document identifier, corresponding EP number and document letter. For example, the second WIP in a series of WIPs written to support 4.5.1.3 would be numbered as follows: WIP 4.5.1.3B. Forms relating to these documents will use the same format followed by FA, FB and so forth. For example, WIP 4.5.1.3B.FA.
- 5.1.4 Hard copies of Environmental documents will be maintained in the EMS files.
- 5.1.5 Division Superintendents, Supervisors or delegated personnel are responsible for knowing how to access electronically in Green Ware, or equivalent all environmental documents required to complete tasks or jobs in their area upon request.

#### 5.2 Preparation

- 5.2.1 A new document may be initiated from any division or area of the Public Works and Utilities Department. The division or area will notify the EMS Team of the need for a new document. The EMS Team will assemble individuals from relevant divisions or areas, as needed, to construct the document. Affected individuals will have the opportunity to comment on the draft document.
- 5.2.2 All relevant employee comments, inquiries and suggestions submitted to the EMS Team will be considered when proposing and preparing documents.
- 5.2.3 Draft documents will be reviewed by the EMS Team and implemented within a reasonable time frame. The time frame will be based on the significance in ensuring compliance with the Public Works and Utilities Department's current legal and other obligations, the EMS, and preventing significant impacts on the environment.
- 5.2.4 Documents will be prepared with the assistance of the Case Ware worksheet sections of Green Ware or equivalent.

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- 5.2.5 All new documentation will be reviewed, approved and signed off by the EMS Team and appropriate personnel. The personnel required to review the document will be based on the level and type of resource commitment and employee acceptance needed to ensure conformance with the document. All new documentation will be maintained in Green Ware or equivalent, and in hard copy form in the EMS files.
- 5.3 Revisions
  - 5.3.1 Document modifications will be implemented within a reasonable time frame. The time frame will be based on the modification's significance in ensuring compliance with the Public Works and Utilities Department's current legal and other obligations, the EMS and preventing significant impacts on the environment.
  - 5.3.2 All relevant employee comments, inquiries and suggestions submitted to the EMS Team will be considered when reviewing and revising documents.
  - 5.3.3 Revisions to documents are recorded on the Revision Schedule of the subject document. Revisions are identified in chronological order and appear as the current revision no. in the upper right corner.
  - 5.3.4 When a revision to a document is required, the document must be approved prior to release as described in paragraph 5.2.5.
  - 5.3.5 Obsolete documents are maintained as record according to 4.5.32 Records
- 5.4 Hard copy document control
  - 5.4.1 A hard copy of the documentation is kept in the EMS files. The EMS Team is responsible for maintaining these documents, including updating the current revisions kept in Green Ware, or equivalent. Obsolete documents are maintained as record according to 4.5.32 Records.
- 5.5 Electronic document control
  - 5.5.1 The Green Ware ISO 14001 1996 EMS Software, or equivalent program is used as a tool for document control. The design of the documents in this software, in particular the document control section that appears in the document header of each worksheet and procedure, addresses the requirements of the EMS. Document diagnostics provided in the Diagnostics List in the Tools menu also assists the Public Works and Utilities Shop Complex in ensuring that the documents are completed properly. This will be reviewed periodically by the EMSTeam.
  - 5.5.2 The EMS documents will be created using Green Ware, or equivalent to ensure they are; Legible, Dated, (including revision dates), clearly identifiable, maintained in an orderly manner, and retained for specific periods.
  - 5.5.3 The format of the EPs and WIPs are as follows: Worksheet Index 1.0 Purpose 2.0 Scope 3.0 Responsibilities 4.0 Definitions 5.0 Process 6.0 Reference / Related Documents

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- 5.5.4 Electronic documents must be kept in such a manner that access is strictly limited to those with authorization. Ability to revise electronic documents is password secure and limited to designated individuals as determined by the EMS Team.
- 5.5.5 Backup and restore to the system are made in accordance with the Information Technology Division. The EMS Team will maintain a current electronic backup of Green Ware, or equivalent created quarterly or more often if needed.
- 5.5.6 Printed copies of original documents contain the print date at the bottom and will not be kept up to date. These documents are considered uncontrolled when printed and verification of latest revisions must be accessed electronically in Green Ware, or equivalent.

#### 6.0 REFERENCES/RELATED DOCUMENTS

- 6.1 Meeting minutes, Agendas, sign in sheets
  - 6.2 4.2.13 Environmental Policy
  - 6.4 4.5.32 Records
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